

PLANT OVERTIME RULES

Effective (27/APR/2019)

A.) GENERAL RULES

1. A roster will be kept for any overtime worked of two (2) or more hours. That roster shall include a start for the specific overtime, a classification master start, and a plant-wide master.
2. An employee must first sign for overtime in their department, job classification, unit and shift if available. Once this requirement is fulfilled, the employee may sign to work in any other job classification, unit or shift.
3. Only the employee can add or remove his/her name on an overtime roster. If the employee is out, he/she may have the Team Leader sign or remove his/her name, provided he/she personally contacts the Team Leader before the roster is to come down. A voice mail message is not an acceptable notification.
4. An employee removing his/her name from a roster must initial and date the removal.
5. An employee eligible for overtime on a Union meeting day, who wishes to attend the Union meeting, may write UB (Union Business) next to his/her signature. He/she will then be the first taken for the next available overtime but, if the employee does not sign the next opportunity, he/she will lose their turn.
6. Once assigned for any overtime, the employee is responsible for said overtime and all attendance and tardy rules apply with one exception:
 - An employee who gets sick and provides a note for a weekend shall have the whole period charged as only one (1) free day against his/her attendance, providing the employee has free days remaining. If all free days have been exhausted, normal attendance rules apply. Employees with a sick note for a weekend/holiday day may elect to be paid a sick day at a straight time rate from his/her available sick pay allowance. Employees may not use any other earned paid time for missed overtime.
7. If an error is made in assigning overtime, the affected employee will be the first taken for the next available overtime on the same roster. The employee can refuse this opportunity one time. If the employee refuses a second time, he/she will lose the make-up opportunity. If an error is brought to the attention of a Team Leader by a Union official prior to the overtime being worked and still not corrected, then the employee will be taken as an additional person on the next opportunity. As above, the employee can refuse this one time. If they refuse a second time, the opportunity is lost. The Union reserves the right to grieve for payment if error is not resolved through the above procedure.
8. If an employee is late for work and his/her assigned line/area has started, the employee does not necessarily go to his/her assigned line/area.
9. Overtime shall be posted plant (site) wide to get qualified individuals.
10. Employees working 16 consecutive hours must take off one (1) shift (minimum of five (5) hours) or eight (8) hours, whichever is shorter, before working again.
11. Employees may work overtime following vacation. The employee is responsible to find out if he/she is assigned and if so, is additionally responsible for fulfilling the overtime. All attendance, tardy and skip rules apply.
12. In the absence of any specific area mutual agreements on overtime (i.e. Operating Engineers & Shop), these Plant Overtime Rules will govern overtime administration.

B.) SELECTION FOR OVERTIME

1. Selection for overtime shall be as follows:
 - a) All qualified employees in the department, on the shift & in the classification.
 - b) All qualified employees in the department, on the off-shifts & in the classification.
 - c) All qualified employees on the shift in the classification.
 - d) All qualified employees on the off-shifts in the classification.
 - e) Any qualified employee in the plant.
 - f) Any unqualified employee in the plant
 - 1) The use of unqualified is at the sole discretion of the Team Leader
 - 2) This decision is not subject to the grievance procedure
 - g) Probationary employees will be selected after all full Union members and in the same order as a-f.
 - 1) A separate roster will be maintained for probationary employees taken for OT.
 - 2) The starting point for the next available overtime opportunity for probationary employees will be below the last probationary employee selected.

(NOTE: Whenever possible, the overtime posting shall be line/platform specific, when it is, qualified means the employees qualified for that particular line/platform.
2. An employee moved to a new position either temporary or permanent, will not be considered for overtime until he/she are deemed qualified. Only after all permanent employees in the classification on the shift are used, may the trainee then be taken. Whether or not an employee is “qualified” is at the sole discretion of the Team Leader in charge of the overtime.
3. If, after exhausting all the steps in the selection process above, and additional employees are needed, forcing would occur in the following manner:
 - a) Forcing will start with the lowest qualified senior in the department, in the classification and on the shift.
 - b) Forcing will continue up the seniority list until all required positions were filled.
 - c) Only employees in the classification, in the department, and on the shift where the OT is required can be forced for the overtime.
 - d) Once an employee is forced he/she is considered assigned for the overtime and all skip, tardy, and attendance rules apply.
 - e) Employees wishing to be excluded from being forced for a particular weekend can opt-out. Opt-out forms must be given to the Team Leader at least two (2) weeks in advance. They will be granted on a first come first served basis and are limited to two (2) opt-outs per calendar year. Employee is only charged with using an opt-out if they would have actually been forced.
 - f) The company must provide employee with at least 30 minutes notice for forced late overtime. Failure to do so will forfeit the Company’s ability to force the overtime.
 - g) Employees cannot be forced immediately following bereavement, vacation, or full day personal holiday.
4. An overtime roster is deemed to have gone all the way around and therefore back to the same starting point when any of the following have occurred:
 - a) The number of people signed for the overtime is less than the number needed.
 - b) If the number needed is not specified and all signed are taken.
 - c) An employee outside the department, classification or shift is taken for the overtime.
 - d) An employee owed a skip is taken.
 - e) Forcing has occurred.
 - f) If an employee was taken for less hours than the full offering.
5. Employees in a temporary position in which move paperwork has been generated shall have their overtime come from the area where they are transferred to.

6. All employees should provide a current contact number to their Team Lead to be used only to cancel overtime or request additional people after a shift has ended.
 - a. If a contact is not provided and additional people are needed, employee will not be called and offered the overtime.
 - b. If the overtime is cancelled, a good faith effort will be made to contact employee. If the employee cannot be contacted, security will be contacted to disable employee's badge.
 - c. Providing work for employees who report after overtime has been cancelled is at the discretion of the Team Lead

7. If it is decided that overtime is required after a shift has left the plant, employees will be contacted in the following manner:
 - a) If a roster was initially posted:
 - a. Start with the first person who signed for the overtime based on the roster start point
 - b. The next overtime for that roster would then start after the last employee originally taken (before additional employees were called) and employees called in would be bypassed.
 - b) If no roster was posted:
 - a. Contacts would start with the same employee with which the roster would have started and continue, in seniority order, with all employees until the overtime requirement is met. (Employees who did not provide number to Team Leader would be skipped over.)
 - b. The next available overtime on the roster would then start at the previous start and bypass any employees that were taken.
 - c) The Team Lead need not wait for employees to get back to them before calling next employee on list. If unable to immediately reach the employee, a message must be left (email, text or voice mail based on preference given by employee

8. Employees signing for part of an overtime offering can be utilized, at the discretion of the Team Leader. However, these employees would only be taken after ALL qualified employees who signed for the whole offering are taken.

C.) SKIPS

1. If an employee is awarded overtime but do not work it, he/she will be issued two (2) skips on the appropriate roster. If a doctor's note is provided, no skips will be issued.
2. Skips will be charged at the next available overtime opportunity, on the appropriate roster.
3. Skips expire one (1) year from the date of the absence for which the skip was issued.

D.) WEEKDAY OVERTIME

1. OT rosters will be kept for 2/4 early and 2/4 late.
2. An Employee who is out for any reason during the week that has signed a daily overtime roster, or had his/her Team Leader add his/her name to a daily overtime roster, shall be responsible for the overtime, even if the early overtime is the day after an absence. It is the employee's responsibility to have his/her name removed if an illness will prevent them from working.
3. An employee, who is out for any reason, may not work overtime on the day of the absence unless all others are taken.
4. An employee assigned to early overtime prior to the shift and who has commenced work shall not be sent home.
5. If an employee receives notification of a cancelled late overtime assignment after the end of their shift but within 25 minutes of the start of the overtime, he/she shall be eligible to work with pay for up to 30 minutes into the late overtime shift, at the applicable OT rate of pay.

E.) WEEKEND/HOLIDAY OVERTIME

NOTE: In the following rules concerning weekend/holiday overtime, Thursday and Friday are used for clarity. If a weekend/holiday period starts on a day other than a Saturday, the Thursday shall mean two (2) days prior to the period and Friday shall mean the day before.

1. Overtime rosters will be kept for Saturday and Sunday/Holiday.
2. Weekend/Holiday OT rosters must be signed on Thursday, no later than the following times:
 - 1st shift → 11:00 am
 - 2nd shift → 7:00 pm
 - 3rd shift → 3:00 amTeam Leaders will make every effort to post the overtime by last break the same day. Employees then have by first break Friday to request the Team Lead remove their name to only be charged with one skip. Employees removing their name after the overtime is assigned who do not inform their Team Leader will be charged with 2 skips regardless of when the removal took place.
3. Employees wishing to remove their name after (1st) break Friday have the responsibility of finding a replacement from the remaining signees following the proper order. If there is nobody available, then the employee is responsible to work. If a replacement is found, the employee is still charged with one (1) skip.
4. Employees that are asked to work overtime after first (1st) break on a Friday and refuse will not be charged with that refusal.
5. Employees absent from work due to an illness must have returned to work by Friday to be permitted to work overtime. Only after all qualified employees are asked may that employee work.
6. If an employee is present when overtime is assigned on Thursday and is assigned to the overtime (either forced or voluntary), then the employee is responsible for said overtime. An employee who is absent from work, or leaves work early on a Friday and is assigned for weekend/holiday overtime is still responsible for the overtime.
7. If employees are brought in for weekend/holiday overtime and some are sent home after working half the shift or less, the employees sent home would start with the last employee assigned and go in reverse order. The next time there is overtime on that roster, the employees sent home would be the first employees asked.
8. In areas where there are four (4) weekend overtime shifts, the 6pm – 11pm shift will be assigned from a Master list. There will be no forcing for this shift. If it is determined that not enough employees have signed to cover these four (4) weekend shifts by Wednesday at 8pm, then the weekend could revert back to 3 X 8 hour shifts where forcing could take place.
9. Employees that sign for multiple weekend shifts other than their own will list a preference for additional shifts. The assigning of additional shifts would be awarded based on business needs, at the discretion of the Team Lead, and following the classification master rotation. Employees who sign for additional shifts understand that they can be selected for any shift signed to fill the overtime requirement and once selected all tardy and attendance rules apply. At no time will these preferences take precedent over normal overtime roster rotation.
10. An employee who will be absent or tardy for their weekend overtime shift is required to call security at (717) 627-9323 in addition to the absentee hotline so that the person on call can be notified.
11. Weekend packaging overtime for SysTechs that includes four (4) lines or less can be covered with one (1) packaging Systech. Selection of this SysTech would be as follows:
 - a. Packaging SysTechs on shift
 - b. Packaging SysTechs off shift
 - c. Other SysTechs on shift
 - d. Other SysTechs off shift